

CHAPTER 11

PERSONNEL RECORDS AND ACCOUNTING

Effective personnel management requires accurate and timely personnel recording and accounting systems. Throughout the Navy, personnel records are of utmost importance both to the command and to the individual concerned. Effective and rapid personnel accounting can be a tremendous morale factor within the command, whereas haphazard methods, which may result in loss or destruction of vital records, can have a bad effect on individuals and dependents.

In the Medical Department proper records administration reaches even greater importance. We are charged with administering not only routine personnel records, but also clinical records, which may affect the rights and benefits of patients and their dependents years beyond retirement or discharge.

USE AND MAINTENANCE OF REFERENCE MATERIAL

The rules and regulations that ensure uniform methods of personnel administration throughout the Navy are contained in directives and various manuals. To function effectively, you must become familiar with these and have a working knowledge of them. Conversely, outdated, poorly maintained, or obsolete directives and manuals are not only useless, but also detrimental, since erroneous information will do more harm than good. Refer to the chapter entitled “Naval Manuals, Directives, and Reports” for instructions on making changes to directives; follow the directions diligently to ensure that all information is up to date.

The following factors are of major significance in effective personnel management and accounting in the Navy.

DAY-TO-DAY PERSONNEL REPORTING

The personnel picture within a command is in a state of constant flux—personnel are reporting

aboard, being detached, or failing to report for duty either due to illness, desertion, or other unpredictable factors. Changes in status, such as promotions, demotions, marriages, or retirements, occur constantly, affecting the individual and the command. They must be taken into account and recorded properly.

THE MANPOWER, PERSONNEL, AND TRAINING INFORMATION SYSTEM

The Manpower, Personnel, and Training Information System (MAPTIS) provides a personnel accounting system that has been designed to incorporate the most up-to-date methods and procedures that technology has to offer. One of the basic MAPTIS documents is the personnel diary. Diary entries prepared by reporting activities become an integral part of the systematic accounting procedure that supports the administration of all naval personnel. Contents of various reports generated from data reported on the diary can only be as accurate as the information reported.

Not only does correct diary reporting affect the individual, it affects the command's ability to function properly, as well as top level management's ability to make planning decisions. Information reported on the individual at the activity level provides certain data that involves the member's career; it also provides management with the necessary information to effectively develop budgets, allocate billets, determine training requirements and school quotas, and, probably most important, makes individual assignments to subsequent duty stations based to a large extent on information reported through the diary.

ENLISTED PERSONNEL MANAGEMENT CENTER

NMPC is supported in its MAPTIS functions by automatic data processing field units. The

unit you will have the most contact with is the Enlisted Personnel Management Center (EPMAC). EPMAC maintains magnetic tape or punched card records on billets, personnel, and assigned naval activities, submits data to NMPC, and provides the required information to commands of the operating forces and other components of the Navy.

PERSONNEL DIARY

The personnel diary is a chronological record of personnel attached to a naval activity for duty or temporary duty. Its purpose is to provide the MAPTIS with current accounting information to be used in conjunction with OCR document, message, and Assignment Control Authority input in the preparation of management reports throughout the Navy. Prompt reporting and submission of personnel actions through the Diary Message Reporting System (DMRS) using the format and guidance set forth in EPMACINST 1080.4A (Diary Message Report System Users Manual) is mandatory. Feedback to MAPTIS is in the form of the Officer Distribution Control Report (ODCR) for the officer account and the Enlisted Distribution and Verification Report (EDVR) for the enlisted account.

The DMRS messages shall be prepared by personnel support commands/detachments or naval activities not supported by these commands when directed by EPMAC. A DRMS message is required each normal workday when personnel changes have occurred. At the end of the month, a Monthly Message Diary Summary is used by EPMAC to determine that all daily message submissions have been received. The DMRS provides for the reporting of officer/enlisted transactions as well as for the reporting of transactions for different UICs in a single message.

PREPARATION OF DIARY MESSAGE REPORTING SYSTEM SUBMISSIONS

The Diary Message Reporting System is designed specifically to eliminate preparation time at the activity and eliminate mailing delays, with the end product being more accurate personnel management and manpower documents for all users. The diary message is prepared on DD 173/3 (OCR) (Joint Message Form). The diary message is microfilmed at EPMAC to provide a permanent record of personnel changes. EPMAC uses the diary to establish and maintain local records and to forward personnel data to NMPC

through computer tape for inclusion in MAPTIS. A diary message copy is retained by the preparing activity as a permanent chronological record of personnel changes.

The DMRS submission consists of two distinct parts: the subject line and the body of the message.

Subject Line

The subject line contains the identification of the activity responsible for the DMRS submission. An example of the subject line is as follows:

MESSAGE DIARY FOR UIC 12345

Body

The diary body contains coded transactions for gains, losses, miscellaneous changes, corrections, and memorandum events. The transactions submitted should be listed in the manner most convenient for preparation. Except for MEMO narrative entries, each transaction must be reported on one line.

MESSAGE DIARY TRANSACTION CODES (TACS)—TACS identify and control transactions that are applicable to the officer and enlisted personnel data systems. TAC is an alphabetical/numerical method of expressing a narrative type of entry. For example, when enlisted personnel are gained to an activity for duty, the words “RECEIVED FOR DUTY” are entered in the enlisted personnel diary. TAC 200 is a numerical code that says “RECEIVED FOR” and can be easily processed by a computer.

INFORMATION ITEMS—The body of the diary consists of several information items such as TAC, SSN, name, rate or rank, change information, date, and UIC. In the event that an information item is not reported (i.e., is not applicable or is not known), but is required in the diary entry, the word NONE must be used to denote the absence of the particular data item. The items of information will be separated by a comma (,), and each diary entry will be terminated by a slash (/). The purpose of the / is to enable the computer to separate each diary entry.

MESSAGE NAME FORMAT—An individual's NAME shall always be reported as LAST NAME, FIRST NAME, MIDDLE INITIAL, and JR, SR, II, III, etc., with NO PUNCTUATION. DO NOT report “NMN” or any other symbol to denote the absence of a middle name. If an

individual has only initials for his first name and/or middle name, submit the initial(s) with no punctuation. In case of a long name, the reporting of the name shall be limited to a MAXIMUM 20 CHARACTERS to ensure a one line diary entry. The full last name and the first and middle initial will be used in this case.

ODCR AND EDVR VERIFICATION

The reporting of changes for multiple UICs on a one message diary does not eliminate the requirements for certification of the receipt and verification of the ODCRs and EDVRs. Commanding Officers must ensure the continued verification of ODCR and EDVR within the month of receipt. On the Monthly Message Diary Summary, the activity responsible for diary preparation for its own activity or for other commands acknowledges receipt and verification of the ODCR or EDVR for the period stated. This is necessary in order that activity and MAPTIS accounts may be brought into alignment for the preparation of personnel accounting reports for higher authority.

SUBMISSION OF DMRS MESSAGES

The DMRS submission schedule requirements will be strictly observed. Report events on the diary prepared for the actual day on which the particular events occur. Ensure that all DMRS messages are transmitted no later than the next normal workday following the occurrence of the events being reported. Events occurring on weekend/holiday periods must be submitted the next working day that immediately follows the weekend/holiday period. All DMRS messages are to be unclassified and are to be transmitted to EPMAC DIARY NEW ORLEANS LA. Do not send diaries to the Commander, Naval Military Personnel Command unless specifically directed by NMPC.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT

The Enlisted Distribution and Verification Report is a monthly statement of the activity's

enlisted personnel account, reflecting all individual assignments, and serves as:

1. A rate and NEC summary of the current and future manning status of the activity
2. A common reference point in any discussion of manning status between the manning or detailing control authorities and the activity
3. A statement of account for verification by the activity
4. A permanent historical record in NMPC of an activity's personnel account for statistical uses and overall Navy personnel manning

EDVR is distributed monthly by EPMAC. It is organized into eight sections:

1. Sections 1 through 3 contain information on members that has been extracted from the activity account and requires special attention and/or action by the activity. They are consolidated lists of members who are expected to report to the activity, be detached from the activity, or are in a duty or a temporary duty status.
2. Section 4 contains the total personnel account of the activity, including those members reflected in sections 1 through 3. It is a listing of total personnel on board.
3. Sections 5 through 8 contain statistical and authorized billet information. They are summaries for the review of the head of the activity in its planning.

All sections are designed to assist the activity in its responsibility for maintaining accurate personnel accounts and providing personnel information to the head of the activity. Section 3 also contains an alphabetic listing of all members in the activity's personnel account regardless of their status.

Individual detailing (ordering personnel to and from an activity) and manning decisions are, for the most part, based on information contained in the EDVR account; therefore, it is extremely important that each activity keep its account up to date and accurate by submitting changes as they occur and reporting errors as they are found.

When you receive your copy of the current EDVR at your command, you must verify the accuracy of the report and make corrections, as necessary, on your personnel diary.

For additional and more detailed information concerning EDVR, consult NAVMILPERSCOM-INST 1080.1 series.

OFFICER DISTRIBUTION CONTROL REPORT

The Officer Distribution Control Report is prepared by NMPC for each naval activity with officer billet authorizations. The officer billet and assignment information contained in the ODCR represent the computer data bank input by the Chief of Naval Operations; the Commander, Naval Military Personnel Command; the Commanding Officer, Navy Finance Center, Cleveland; the Commander, Naval Safety Center, Norfolk; your activity; and the individual officers attached to your activity.

ODCR is prepared monthly at NMPC as a statement of account for pertinent Navy activities. It provides the activities with a routine system for verifying information contained in the NMPC officer personnel data bank, and it provides NMPC with information needed to determine and evaluate officer personnel requirements.

ODCR is designed to reflect four specific types of information:

1. Activity identification data and related items.
2. Billets authorized and related items.
3. Individual officer personnel data.
4. Phase data pending change to activity name, billets authorized, or Manpower Requirements Plan Codes.

Commanding officers will ensure that ODCRs are validated monthly upon receipt and that any required changes are made. If data concerning an officer are incorrect on ODCR, the officer's individual automated record in NMPC is also in error. To avoid any personnel action being taken on the basis of erroneous information, all activities must complete verification and submit corrections as soon as possible after receipt of ODCR.

For additional and more complete information concerning ODCR, consult NAVMILPERS-COMINST 1301.2 series.

THE SERVICE RECORD

Of great importance to the individual in the naval service and an important part of the Navy's personnel accounting and reporting system is the service record.

A service record is a chronological record of events as they apply to the individual during

his or her naval service. This discussion will consider the records maintained by the activity. You should remember that similar and additional records are maintained by NMPC.

Complete instructions for maintaining the service record may be found in MILPERSMAN, PAYPERSMAN, and Navy directives.

The following descriptions are intended for illustrative purposes only. Make sure that you use the references when working with service records, as requirements for their upkeep and maintenance frequently change.

OFFICER SERVICE RECORD

The Officer Service Record, NAVPERS 1070/66, consists of a file folder bearing the name, rank, and SSN of the individual officer. The left and right sides inside the folder are fitted with fasteners to facilitate filing pages. Do not file adverse information in the service record, nor use the service records as a depository for wills and other personal documents. Except as otherwise specifically prescribed, retain adverse matters in command files for ready reference and subsequent disposition in accordance with disposal schedules for such files.

The right side of the service record is reserved for documents affecting the utilization and assignment of the officer concerned, including:

1. Copy of the Officer Qualifications Questionnaire, NAVPERS 1210/5. This is the basic document from which information concerning an officer's skills and experience, both military and civilian, is obtained and recorded.

2. Officer Biography Sheet, NAVPERS 5720/1. This is a listing of personal information that is to be released to the press.

3. Original of the Training School Record, NAVPERS 318, for officers commissioned prior to 1965.

4. Copies of the Annual Qualifications Questionnaire—Inactive Duty Reserve Officer, NAVPERS 1210/2. This form lists the additional experience attained since the last report.

5. Copy of the Officer Preference and Personal Information Card, NAVPERS 1301/1.

6. Copy of the latest Officer Data Card, NAVPERS 1301/51.

7. Copy of the Statement of Personal History, DD Form 398 or superseding Personnel Security Questionnaire (BI/SB1) DD Form 398, as appropriate.

8. Letters of designation or revocation of special qualifications.

9. Any official correspondence affecting the utilization and assignment of an officer.

The left side of the service record is reserved for official correspondence and documents of pertinent historical nature relating to the officer's present tour of active duty and official correspondence relating to the officer's history at the present duty station, including:

1. Documents pertaining to completion of security investigations and issuance of security clearances:

a. Record identifier for Personal Reliability Program, NAVPERS 5510/1 (if appropriate).

b. Personnel Reliability Program Screening and Evaluation Record, NAVPERS 5510/3 (if appropriate).

c. Certificate of Personnel Security Clearance, OPNAV Form 5521/429, or superseding Certificate of Personnel Security Investigation, Clearance and Access, OPNAV Form 5520/20 (if appropriate).

d. Copy of pending National Agency Check Request, DD Form 1582, or superseding Personnel Security Questionnaire (National Agency Check), DD Form 398-2, or Request for Personnel Security Investigation, DD Form 1879.

2. Leave Authorization (Officer and Enlisted), NAVCOMPT 3065.

3. Copy of Officer Appointment Acceptance and Oath of Office, NAVCRUIT 1000/20.

4. Copy of Acceptance and Oath of Officer, NAVPERS 1000/22, for present grade.

5. Copy of Statement of Service, NAVPERS 1070/26.

6. Signed copy of Dependency Application/Record of Emergency Data, NAVPERS 1070/602. Attach original of the latest SGLI Election, VA Form 29-8286, to the NAVPERS 1070/602.

7. Copies of official correspondence originated at the present command and endorsements.

8. Orders, or copies thereof, with all endorsements relating to the officer's tour at the present command.

9. Copies of Correspondence Course Completion letters.

10. Recording of Code of Conduct Training.

11. Application for Armed Forces Identification Card, NAVPERS 5512/1.

12. Application for Uniform Services Identification and Privilege Card, DD Form 1172.

13. Geneva Conventions ID Card, DD Form 1934 (if appropriate).

14. Request for a Certificate of Eligibility, DD Form 802.

15. Certificate of Termination, DD Form 803.

16. Insurance applications, waiver actions, beneficiary changes, etc.

17. Copy of Navy Retire/Retainer Pay Data, NAVCOMPT 2272.

18. Latest photograph.

19. Officers Report of Home of Record and Place from which ordered to tour of Active Duty, NAVPERS 1070/74.

20. Copy of Certificate of Release or Discharge from Active Duty, DD Form 214 or 214N.

21. Official correspondence relative to assignment, cancellation, or termination in the Naval Reserve Program.

22. Driver Improvement/Training Correspondence, satisfactory completion of.

23. Documents and correspondence pertaining to course and school completed, medals, awards, etc., including Administrative Remarks, NAVPERS 1070/613.

24. Letters of temporary designation that apply while at present command, i.e., Command Security Manager, Top Secret Control Officer, etc.

ENLISTED SERVICE RECORD

The Enlisted Service Record, NAVPERS 1070/600, is the official history of an enlisted member's service in the Navy. It consists of a folder, with pages 1 through 15 filed on the right side. The folder bears the name, SSN, and branch of service of the member. Do not place adverse matter in the enlisted service record or forward it to NMPC for inclusion in an enlisted member's official personnel record without first affording the member an opportunity to submit a written statement in rebuttal. If the member does not wish to make a rebuttal, he or she will state so in writing.

PAGE 1—Enlistment or Reenlistment Agreement, Armed Forces of the United States, DD Form 4. This is a four-part form and serves as the basic document that establishes a legal relationship between the member and the government. For immediate reenlistment, use Immediate Reenlistment Contract, NAVPERS 1070/601.

PAGE 1A—Agreement to Extend Enlistment, NAVPERS 1070/621, is the legal agreement between an enlisted member and the government to extend the member's current enlistment for a specified period.

PAGE 1B—Assignment to and Extension of Active Duty, NAVPERS 1070/622, provides a record of the assignment of a member on inactive duty to active duty and an agreement to extend a tour of active duty for a member of the Naval Reserve, Fleet Reserve, or a retired member on active duty.

PAGE 2—Dependency Application/Record of Emergency Data, NAVPERS 1070/602, is a multipurpose form used for both officers and enlisted members. Part I serves as an application for dependency allowances. Part II provides an immediately accessible, up-to-date record of emergency data for casualty reporting and notification to the next of kin. Part II is the official document used by the Navy to determine persons to be notified in case of emergency or death; persons to receive the death gratuity when no spouse or child exists; persons to receive allotment if member is missing; persons to receive unpaid pay and allowances; and commercial insurance companies to be notified in case of death.

PAGE 3—Enlisted Classification Record, NAVPERS 1070/603, contains pertinent information relative to a member's aptitude test scores, civilian education and training, personal interests, and civilian experience.

PAGE 4—Navy Occupation/Training and Awards History, NAVPERS 1070/604, provides a complete chronological record of enlisted classification codes and designators assigned, changed, or revoked; Navy service schools attended; Navy training courses, performance tests, personnel qualification standards, and leadership examinations completed; advancements, reductions, changes in rate or rating, GED tests, and off-duty study courses completed; and awards and decorations received, etc.

PAGE 5—History of Assignments, NAVPERS 1070/605, is used to record the activities to which the member has been assigned during a term of enlistment. Extensions, bonus pay, sea and shore duty commencement dates, etc., are recorded on this page.

PAGE 6—Record of Unauthorized Absence, NAVPERS 1070/606, is used to record periods of unauthorized absence in excess of 24 hours.

PAGE 7—Court Memorandum, NAVPERS 1070/607, is used to record court-martial actions when a guilty finding is made by the court. It is also used to record nonjudicial punishment (NJP) that affects pay, any action appeal from NJP that affects the punishment imposed, and administrative actions such as contempt of court charges or restoration of rate upon release from confinement.

PAGE 9—Enlisted Performance Record, NAVPERS 1070/609, is used to record chronologically the evaluation of performance of duty of both Regular and Reserve enlisted personnel. It also includes notations as to disciplinary actions taken and recommendations for advancement.

PAGE 10—Record of Personnel Actions, NAVPERS 1070/610, provides a means of recording changes in rate, proficiency pay, citizenship, and other administrative entries as directed.

PAGE 11—Record of Naval Reserve Service, NAVPERS 1070/611, provides a chronological record by anniversary year of retirement points earned by Naval Reserve personnel.

PAGE 13—Administrative Remarks, NAVPERS 1070/613, is a chronological record of significant miscellaneous entries not provided for elsewhere or requiring more detailed information.

PAGE 14—Record of Discharge from the Naval Reserve, NAVPERS 1070/615 (Inactive), is prepared upon honorable discharge of an enlisted member on inactive duty by reason of expiration of enlistment or obligated service.

PAGE 15—Report of Separation from Active Duty, DD Form 214, is used to record data that may be pertinent to an individual in civilian life and is the document used most often to determine eligibility for VA benefits.

The left side of the enlisted service record may contain the following items:

Personnel Advancement Requirement,
NAVPERS 1414/4 (PAR)

Enlisted Performance Evaluation Reports

Documents pertaining to security clearances

Orders/Standard Transfer Orders, travel
authorizations, and endorsements thereof

Correspondence affecting or concerning the
individual

Applications for ID cards

Leave papers and special requests

Certified reproductions of page 9, Enlisted
Performance Record, pertaining to prior
enlistments

Other miscellaneous papers and documents as
appropriate

SECURITY AND CUSTODY OF THE SERVICE RECORD

The service record is the official history of a member's service in the Navy and is the property of the government and not of the member. Service record pages are a vital and permanent part of the record and entries may not be made except as authorized by the commanding officer. Service records are stored in separate, fireproof files, provided with combination locks. The files are locked after working hours and access to service records is restricted to authorized persons.

THE HEALTH RECORD

As important as the service record is the individual's health record. From the initial physical examination for entry into Federal service to eventual retirement and beyond, accurate, timely, and complete recording of medical facts in the health record is absolutely essential and cannot be overemphasized. As a senior hospital corpsman you are charged with the responsibility of accurate reporting and recording on medical records. For full information concerning the health record, refer to *HM 3 & 2*

Rate Training Manual, BUMEDINST 6150.34, and Manual of the Medical Department, chapter 16.

LEAVE AND LIBERTY

Subject to supplementary regulations issued by higher authority, commanding officers and officers in charge of activities of the operating forces and Shore Establishments may grant leave and liberty to members of their command in accordance with the provisions and regulations in MILPERSMAN.

DEFINITIONS

LEAVE is the authorized absence of an individual from a place of duty, chargeable against the individual.

LIBERTY is the authorized absence of an individual from a place of duty, not chargeable as leave. (Liberty may not be taken in conjunction with leave.)

EARNED LEAVE is the term used to describe the amount of leave accrued to an individual's credit on any given date. The earned leave balance may indicate a minus leave credit. Earned leave may not exceed 60 days on the first day of each fiscal year or upon discharge, separation, or first extension of enlistment.

ADVANCE LEAVE is the term used to describe the amount of leave that will normally be earned by an individual during the remaining period of active duty.

EXCESS LEAVE is the term used to describe leave granted in addition to the amount of earned leave available and the amount of leave that would normally be earned during the remaining period of obligated active duty.

CONVALESCENT LEAVE is the term used to describe a period of authorized absence granted to persons under medical care and treatment and will be considered a part of the period of care and treatment. This is not chargeable as leave.

Each person serving in the Navy on active duty will be entitled to leave at the rate of 2 1/2 days for each month of active duty except as follows:

1. Active duty of less than 30 consecutive days.
2. Active duty for training, with pay, of less than 30 consecutive days.

3. Periods of lost time (deducted from active duty pay on a day-for-day basis).
4. Periods of excess leave or other periods in a nonpay status (deducted from active duty pay on a day-for-day basis).

GRANTING OF LIBERTY

The granting of liberty is an instrument of command management. Liberty may be granted by commanding officers for any period of 96 hours or less. Liberty shall normally be granted outside of normal working hours. Regular liberty shall be granted from the end of normal working hours on a given day to the start of normal working hours on the next working day. Regular liberty periods will not exceed 72 hours, except in the case of public holiday weekends and periods specifically extended by the President. Special liberty periods of 3 to 4 days (72 and 96 hours) may be granted on special occasions or in special circumstances, such as compensation or special recognition. The Armed Forces Liberty Pass, DD Form 345, maybe used to control the authorized absence of enlisted members when, in the judgment of the commanding or senior officer present, it is deemed necessary for security, operational, or other unique circumstances. In all other cases, the Armed Forces Identification Card, DD Form 2N, will suffice to identify an enlisted member on authorized liberty.

GRANTING OF LEAVE

Annual leave may be granted by the commanding officer when service requirements permit.

Upon permanent change of station (PCS), leave may be granted in connection with PCS orders, as stated in the orders.

Emergency leave will be granted by the commanding officer whenever the circumstances warrant.

Convalescent leave may be granted by a member's commanding officer when recommended by a medical officer or the hospital commander. The Commander, Naval Military Personnel Command may grant leave to repatriated prisoners and to others when it is specifically recommended by the Commander, Naval Medical Command.

Other types of leave that may be granted include recruiting assistance leave, reenlistment leave, and rest and recuperation leave.

PROMOTION OF OFFICERS

Procedures for promotion of officers are described in MILPERSMAN. The Personnel Division gives assistance with the preparation of fitness reports, physical examination reports, personal histories, certificates of security clearance, duty preferences, transcripts of service, and other documents required to properly record the officer's qualifications and status.

ADVANCEMENT IN RATING

Most advancements in rating are accomplished through a Navywide system of competition in all petty officer grades. Advancements are based on demonstrated proficiency in assigned duties, evaluation and recommendation of the commanding officer, needs of the service, and written examinations. All eligible personnel compete for advancement to fill vacancies in the total Navy allowance. E-7, E-8, and E-9 grades must be selected by a board convened in the Navy Department. Grades below petty officer compete at a local level. Procedures for conducting examinations for advancement in rating and change in rating are found in current NAVMILPERSCOMINST 1400 series.

The Personnel Division usually provides the following:

1. Training of enlisted personnel for advancement through courses for self-study in conjunction with on-the-job training.

2. Determination of eligibility

- a. Assisting the commanding officer in recommending individuals for advancement

- b. Assisting the individuals in completing the Personnel Advancement Requirement and training courses

- c. Recording information to facilitate proof of eligibility. This includes service requirements, path of advancement, and completion of training.

3. Examination of all eligible candidates. This includes ordering examinations and coordinating with the local examining board to ensure that every eligible candidate is provided an opportunity to compete.

Examinations for advancement or change in rating are conducted Navywide on specific dates as directed by NMPC.

4. Security of examinations is accomplished by appointment of an officer who receives and has custody of all examinations. After the examination is completed, the test booklets are destroyed under security conditions, and the completed answer sheets are sent to the examination center for evaluation of each examinee's answers. Locally prepared and evaluated examinations for nonpetty officer grades must have comparable security.

ADVANCEMENT IN RATING FOR PATIENTS

Patients may participate in advancement in rating examinations provided they have been recommended and nominated prior to hospitalization, and the hospital commanding officer does not consider the participation detrimental to their health. Being in a patient status in no way interferes with advancement in rating, and eligible personnel shall be advanced as if they had returned to full duty.

EXTENSION OF ENLISTMENT

Under certain conditions personnel may legally be retained beyond the date of expiration of enlistment or other period of obligated service, either voluntarily or involuntarily.

VOLUNTARY EXTENSIONS may be made by the individual at any time prior to the date the extension takes effect, but not thereafter, either for the convenience of the government or the individual concerned. The Agreement to Extend Enlistment, NAVPERS 1070/621, is prepared as page 1A for the service record. The page is signed by the individual and by the commissioned officer who administers the oath. Parts 1 and 2 provide input to MAPTIS when the agreement is made, canceled, or becomes operative. They are filed in the member's service record in NMPC. Parts 3 through 6 provide data for the field service record, the disbursing officer, and the activity file.

Remember, the agreement is automatically effected unless legally canceled prior to the expiration of the enlistment.

INVOLUNTARY EXTENSIONS may be made under certain conditions if the commanding officer or higher authority considers the individual's retention essential to the public interest. In this case an appropriate entry is made on page 13, Administrative Remarks,

NAVPERS 1070/613, of the individual's service record. **PAGE 1A IS NOT USED.**

SEPARATION OF ENLISTED PERSONNEL

Separation is the term used to encompass all releases from active naval service except death and desertion. It includes discharge, dismissal, revocation of commission, resignation, release from active duty, transfer to the Fleet Reserve or retired list, etc.

A discharge may be issued from one to five types of certificates. The certificate specifies the type of discharge authorized and is issued for a specific reason. The following is an explanation of the types of discharges and a list of reasons for each.

HONORABLE DISCHARGE (USE DD FORM 256N)

An honorable discharge is a separation from the service with honor. A separation with honor may be effected by the individual's commanding officer or higher authority when the individual is eligible for or subject to discharge and it has been determined that he or she merits an honorable discharge under the standards prescribed in this chapter. Issuance of an honorable discharge is conditioned upon:

1. Eligibility for discharge for one of the following reasons:
 - a. Expiration of enlistment
 - b. Fulfillment of service obligation
 - c. Disability
 - d. Convenience of the government
 - e. Dependency or hardship
 - f. Minority
 - g. Unsuitability
 - h. Security
 - i. When directed by the Commander, Naval Military Personnel Command
2. Proper military behavior and proficient, industrious performance of duty, having due regard to the rate held and the capabilities of the individual concerned

PERSONNEL ON ACTIVE DUTY—During the enlistment, induction, or other service obligation, the individual must have made a final overall average of not less than 2.7 and an average of not less than 3.0 in military behavior. An E-5 or E-6

should not have received two UNM (Unmilitary) or UNS (Unsatisfactory) marks in the same trait in the last 2 years. In addition, the individual must not have been convicted by a general court-martial or by more than one special court-martial. However, in the case of members serving in their first enlistment, induction, or other service obligation, the court-martial convictions will be disregarded if they maintained an average of not less than 3.0 in military behavior during the last 24 months of active service.

PERSONNEL ON INACTIVE DUTY—An honorable discharge will normally be issued unless the reservist has performed active duty of 90 days or more during a Naval Reserve enlistment or service obligation and the service upon the most recent release therefrom was other than honorable, or the member was transferred from the Regular Navy to the Naval Reserve to fulfill his or her service obligation and the service while on such active duty was other than honorable.

A member eligible for a general discharge may receive an honorable discharge if, during the current enlistment or other current period of service, he or she was awarded a Medal of Honor, Navy Cross, Distinguished Service Medal, Silver Star Medal, Legion of Merit, Distinguished Flying Cross, Navy and Marine Corps Medal, Bronze Star Medal, Gold or Silver Life Saving Medal, or any other Armed Forces Award corresponding to any of these decorations, or if the discharge is a result of disability incurred in the line of duty.

GENERAL DISCHARGE (USE DD FORM 257N)

A general discharge may be given for any of the reasons listed under "Honorable Discharge." It is a separation from the service under honorable conditions issued to an individual whose military record is not sufficiently meritorious to warrant an honorable discharge. A separation with a general discharge may be effected by the individual's commanding officer or higher authority when the individual is eligible for or is subject to a general discharge and it has been determined that a general discharge is warranted under prescribed standards.

DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (USE DD FORM 794N)

A discharge under other than honorable conditions may be issued for misconduct or security reasons.

BAD CONDUCT DISCHARGE (USE DD FORM 259N)

A bad conduct discharge is a separation from the service under other than honorable conditions. It may be given only by the approved sentence of a general or special court-martial.

DISHONORABLE DISCHARGE (USE DD FORM 260N)

A dishonorable discharge is a separation from the service under dishonorable conditions. Dishonorable discharges may be given only by approved sentences of general courts-martial. They are appropriate for serious offenses warranting dishonorable separation as included punishment.

SEPARATION PROCEDURES

All enlisted personnel being processed for separation or transferred for separation will be interviewed and counseled concerning reenlistment intent and the commanding officer's recommendation as to reenlistment. The interview will be recorded on page 13 of the service record as required by MILPERSMAN.

Except for members separated upon approval of a medical board, after a complete physical examination, or of a physical evaluation board, every individual separated from the naval service will be given a thorough physical and dental examination prior to separation. This physical examination may be conducted up to 3 months prior to separation, except for the serological tests for syphilis and tuberculosis, which must be given within 6 weeks of the separation date, as stated in the *Manual of the Medical Department*. All entries must be entered in the health record and on the examination form, SF-88, Record of Physical Examination, prior to separation.

On the date of separation, the health, service, pay, and dental records are brought up to date

and verified. The service record procedures include, but are not limited to, the following:

PAGE 1—No entries are required. Forward it with the closed out service record.

PAGE 2—In general, no entries are required for any type of separation except transfer to the Fleet Reserve or retirement. In this case, the Survivor Benefit Plan counseling certification as required by current NMPC instructions is entered. Discharge and immediate reenlistment, forward page 2 to the new service record. In all other cases, forward it with the closed out service record.

PAGE 3—Upon transfer to the Fleet Reserve, release from active duty, or retirement, except transfer to the Temporary Disability Retired List and release from active duty, and also when discharged, page 3 will be removed from the record and given to the individual. If the member is transferred to the Fleet Reserve and retained on active duty or immediately reenlisted, forward page 3 to the new service record.

PAGE 4—Make discharge entries in accordance with MILPERSMAN and TRANSMAN. Upon discharge, transfer to the Fleet Reserve, and retirement, the original page 4 is delivered to the individual. When the member is transferred to the Fleet Reserve and retained on active duty, or is discharged and immediately reenlisted, remove page 4 from the old service record and place it in the new record. In all other cases, forward it with the closed out service record.

PAGE 5—Make entry covering time at present station in accordance with MILPERSMAN and TRANSMAN. At the time of separation, a copy of page 5 is made. The original is forwarded with the closed service record, except if the member reenlists immediately. For immediate reenlistment forward the original to NMPC and file the copy on the left side of the new service record. In all other cases, give the copy to the member.

PAGE 6—In all cases, page 6 is forwarded with the closed out service record.

PAGE 7—In all cases, page 7 is forwarded with the closed out service record.

PAGE 9—Enter the performance marks assigned since the last reporting period and compute the final trait average and the overall trait average. In all cases, forward page 9 with the closed out service record. Upon discharge

and immediate reenlistment, or transfer to the Fleet Reserve or Retired List and retained on active duty, a certified copy of page 9 is placed on the left side of the new service record.

PAGE 10—In all cases, forward page 10 with the closed out service record.

PAGE 11 —Retain and forward all originals of page 11 when the member is separated for any reason. When the member is discharged and immediately reenlisted, place all duplicate copies of page 11 in the new service record. In all other cases, the copies are delivered to the member.

PAGE 13—Make discharge entries in accordance with MILPERSMAN and TRANSMAN and forward with the closed out service record.

PAGE 14—Prepare and distribute in accordance with MILPERSMAN.

PAGE 15—Prepare and distribute in accordance with NAVMILPERSCOMINST 1900.1 series.

Forward to the Naval Reserve Personnel Center the service record of members discharged without immediate reenlistment, released from active duty with remaining service obligation, transferred to the Temporary Disability Retired List, retired, or transferred to the Fleet Reserve. For members who are deceased, discharged and immediately reenlisted, or in a deserter or missing status, forward the closed out service record to NMPC.

Other forms and papers in the correspondence side may be receipted to the individual or in the case of discharge and immediate reenlistment, they are placed on the left side of the new service record.

In all cases of separation, refer to MILPERSMAN and TRANSMAN for full details and procedures.

IMMEDIATE REENLISTMENTS

A qualified individual who wishes to reenlist immediately (within 24 hours) may do so at the discharging activity. After 24 hours have elapsed, the reenlistment must be accomplished at a recruiting station.

The date of the reenlistment will be the day following the date of discharge. This procedure

credits the individual with serving both dates and facilitates accuracy in total service computations.

The procedures to be followed include making the appropriate entry of discharge and reenlistment on the Abstract of Service, NAVMED 6150/4, and retaining the form in the health record.

The service record procedures include the following:

PAGE 1—Prepare the Immediate Reenlistment Contract, NAVPERS 1070/601, in accordance with PAYPERSMAN, par. 90431, and MILPERSMAN 5030221.

PAGE 2—If page 2 is not up to date, prepare and distribute a new page 2 in accordance with PAYPERSMAN, par. 90434, and MILPERSMAN 5030240. If page 2 is accurate, certify it and place it in the new service record.

PAGE 3—Remove this paper from the old service record and place it in the new record.

PAGE 4—Prepare a new page 4 and place it in the new service record, together with the old originals of page 4. Retain all old duplicate copies of page 4 in the old service record. Review and update the last set of page 4 prior to discharge (MILPERSMAN 5030280).

PAGE 5—After the disbursing officer makes the Reenlistment Bonus entries, move page 5 from the old service record into the new record.

PAGE 6—Forward it with the old service record.

PAGE 7—Forward it with the old service record.

PAGE 9—Prepare a new page 9 for the new service record. Enter the latest set of performance evaluations on the old page 9, together with the final trait average computations. Make a certified copy of the old page 9 and place it in the new service record on the left side (MILPERSMAN 5030360).

PAGE 10—Forward it with the old service record.

PAGE 11—Remove duplicates of page 11 from the old service record and place in the new service record. Forward the originals of page 11 to NMPC (MILPERSMAN 5030380).

PAGE 13—After making discharge entries, forward all old page 13s with the closed out

service record. Prepare a new page 13 for the new service record.

PAGE 14—Prepare and distribute in accordance with MILPERSMAN 5030440.

PAGE 15—Prepare and distribute in accordance with the NAVMILPERSCOMINST 1900.1 series.

Remove pertinent forms and documents from the left side of the old service record and transfer them to the left side of the new service record. This applies to all copies of enlisted performance evaluations (which are placed under the Career Performance Data Sheet, NAVPERS 1070/6 17, together with the certified copy of the old page 9); NAVPERS 1414/4, Personnel Advancement Requirement; and all copies of forms or documents dealing with a security clearance.

Additional requirements for discharge and immediate reenlistment include recouping and destroying the old ID Card and issuing a new one, recouping and destroying the old Uniformed Services ID and Privilege Cards, as required for dependents, and making appropriate diary entries.

TRANSFER AND RECEIPT OF PERSONNEL

People in the Navy will be transferred periodically from one ship or station to another, sometimes permanently and other times temporarily. The degree of efficiency with which members are transferred and received has a tremendous influence upon their morale and attitude toward the Navy. Effective and expedient processing of personnel in transit is a command responsibility, and each individual involved should do the utmost to prevent snarling the process and giving transients the runaround.

TYPES OF ORDERS

Change of duty orders are orders that detach a member from one duty station and assign him or her to another station.

PERMANENT CHANGE OF STATION (PCS) ORDERS involve detachment from one permanent duty station and assignment to a new permanent duty station. Periods of temporary duty may be included in orders that assign you to a new permanent duty station upon completion of the temporary duty.

TEMPORARY DUTY (TEM DU) ORDERS involve detachment from one station and assignment to another station or stations for temporary duty pending further assignment to a new permanent duty station or for return to the old permanent duty station. Members on TEMDU are not attached to any permanent duty station.

ADDITIONAL DUTY (ADDU) ORDERS assign a member to a duty he or she is to perform in addition to and in conjunction with the permanent duty. No travel is authorized by additional duty orders unless specifically stated in the orders. ADDU orders apply only to officers.

TEMPORARY ADDITIONAL DUTY (TAD) ORDERS assign a member to temporary duty in addition to the present duties, directing him or her upon completion of this temporary additional duty to resume regular or temporary duty. When travel is involved, one journey away from the individual's duty station to one or more places and a return journey to the duty station are directed in the orders. TAD orders automatically expire when the individual returns to the duty station from which he or she proceeded, unless such return is incident to necessary change of train or plane en route to the next temporary additional duty station involved in the orders and no unnecessary delay is taken in making such change, or unless the individual returns for personal reasons in a liberty or leave status. Personnel on temporary additional duty remain attached to the station from which they initially proceeded on TAD.

REPEATED TRAVEL ORDERS authorize a member to perform, in addition to the present duties, such travel from time to time as necessary for a purpose stated in the orders, the travel being from the duty station to (and from) points designated in the orders. Repeated travel orders are issued only by the Commander, Naval Military Personnel Command to members who regularly and frequently make trips away from their duty stations in the performance of assigned duties.

FIRST DUTY ORDERS are the first set of orders that assign the following to a permanent duty station:

1. Inactive personnel
2. Persons being newly commissioned from civilian status

TEMPORARY ACTIVE DUTY ORDERS are the set of orders that assign inactive duty members to temporary duty for a limited or unspecified period of time and which direct, upon completion, release to inactive duty.

RELEASE FROM ACTIVE DUTY ORDERS or separation orders separate members from active duty in the naval service.

TRAINING DUTY ORDERS assign Naval Reserve members to training duty with pay.

Written orders should be issued by competent authority. Verbal or phone orders must be confirmed by competent authority, either by written orders or by approval of orders written in the field.

TRANSFER OF OFFICER PERSONNEL

Officer's orders usually originate in NMPC. The activity is responsible for proper endorsement of the orders and instructions to the individual for the execution of the orders.

Detachment procedures should include the following:

- Prepare local checkout sheet.
- Make health record entries.
 - Physical examination as required.
 - Updated immunizations.
- Make service record entries.
- Complete page 13 of enlisted service record if temporary officer.
- Initiate fitness report.
- Prepare notification of relief of collateral duties.
- Prepare release from responsibility for classified matter.
- Issue Notification of Change of Address En Route, NAVPERS 2700/17.
- Transmit records and orders to the officer.
- Make entry in the personnel diary.

TRANSFER OF ENLISTED PERSONNEL

The Commander, Naval Military Personnel Command is responsible for supplying to each naval activity an adequate number of enlisted personnel capable of performing all necessary tasks in order for that activity to carry out its mission.

Since a certain portion of the enlisted population of the Navy is transient, keeping all available personnel properly distributed among all naval activities is a complicated task. TRANSMAN describes the system established by NMPC to put the right man in the right job at the right time.

Activities should establish routine procedures for all enlisted transfers. TRANSMAN gives step-by-step instructions for the transfer of enlisted personnel. The following is an example of the procedures to be followed:

- Prepare local checkout sheet.
- Make health record entries.
 - Physical examination as required.
 - Updated immunizations.
- Make service record entries.
 - Verify and arrange pages.
 - Make page 5 entry.
 - Page 9—enter transfer evaluation marks.
 - Page 13—enter transfer, notification of relief from membership of boards, etc.
 - Execute disciplinary status letter, if required.
 - Ensure that Personnel Advancement Requirements (PAR) are up to date and in the service record.
 - Prepare Standard Transfer Orders as directed by TRANSMAN.
 - Forward advance copy of orders to intermediate and ultimate destinations and local distribution.

- Arrange for pay of personnel.
- Send NAVCOMPT 3067 to disbursing officer for transfer of pay record.
- Assemble and seal service, pay, health, and dental records.
- Make entry for personnel diary.
- Enter loss on daily ration memorandum.
- Give records and orders to member.

Orders for Hospitalization

When transferring enlisted personnel for hospitalization, activities shall prepare Standard Transfer Orders in accordance with instructions in TRANSMAN.

RECEIPT OF PERSONNEL

The Personnel/Records Office should prepare a check-in sheet for receipt of personnel. This list is used to ensure completion of procedures and items such as:

- Endorsement of orders
 - Officer orders to show date, time, place of arrival, and availability of quarters
 - Enlisted orders to show date, time, and place of arrival (endorsement on Standard Transfer Order is self-explanatory)
- Forwarding of pay records to disbursing officer

SERVICE RECORD ENTRIES

- Officer
 - Prepare NAVCOMP 3060 if assigned Government quarters.
 - Check Record of Emergency Data (NAVPERS 1070/602) and prepare new form if necessary.
 - Check Officer Biography Sheet (NAVPERS 5720/1) and prepare a new form if necessary.

- Procure anew photograph if needed.
- Make entry in personnel diary.
- Enlisted
 - Compare records and accounts with Standard Transfer Order to ensure that all records are received.
 - Compare person with and verify the service record.
 - Send Personnel Advancement Requirements, NAVPERS 1414/4, to the division officer or appropriate supervisor.
 - Arrange for liquidation of travel claims, if any.
 - Prepare meal pass and any other passes required.
 - Make entry in the personnel diary.
 - Make service record entries in accordance with MILPERSMAN.
 - Make health record entries in accordance with MANMED.

DUTY ASSIGNMENT WITHIN THE ACTIVITY

Personnel are assigned duties according to their rank or rate, special qualifications, and the needs of the service. The assignment may be in a clinical service, in a ward, in an administrative office, as a student, or a combination of two or more.

Officer personnel are usually assigned by the commanding officer, if not specifically assigned by NMPC. Experience as indicated by the officer's Naval Officer's Billet Code is generally the guiding fact or.

Enlisted personnel are usually assigned by the Personnel/Records Division or Manpower Management Department with the approval of the commanding officer.

When the duties have been assigned:

1. Personnel Tabulating Cards or their equivalent are prepared to indicate the department or departments to which assigned. This facilitates the preparation of the Expense Account Data Sheet and the Hospital Staffing Report.

2. The individual is assigned to a duty section and his or her name is added to the Watch Quarter and Stat ion Bill and the Watch (Duty) List.

CONCLUSION

The foregoing chapter has laid down the guidelines to effective personnel accounting and maintenance of records. Obviously, to cover the field thoroughly would require volumes of technical narrative, much more than the space allotted here.

The key points necessary for efficient personnel accounting are well worth remembering.

ACCURATE AND TIMELY RECORDING

Recording the facts accurately, within a reasonable period of time, in their proper places and on the appropriate forms, does much to lay the groundwork for gaining the reputation of an efficient personnel office.

MAINTENANCE OF MANUALS AND DIRECTIVES

By keeping your manuals and directives up-to-date and understanding their purposes, you can ensure accurate and current personnel administration. Needless to say, the ability to find the facts and utilize the manuals is as essential as maintaining them.

EFFECTIVE OFFICE ROUTINE

Establishing smooth-running office routines, without duplication and needless paperwork, is an essential attribute of an efficient personnel program. Periodic analysis of check-in and check-out routines and patient admission and discharge procedures will do much toward eliminating obsolete or ineffective facets that do more to hinder than help.

HUMAN RELATIONS

Remember, the word “personnel” means people; the people you work with, those you work for, and those for whom you perform the services. Courtesy, loyalty, and impartial efficient office procedures will ensure your reputation as an outstanding supervisor.

REFERENCES:

1. NAVSO P-3050, *PAYPERSMAN*, Part 9, Chapter 6

2. NAVEDTRA 10254-D, *Personnelman 3 & 2*

3. EPMACINST 1080.48, *Diary Message Reporting System User's Manual*

4. NAVMED P-117, *Manual of the Medical Department*

5. NAVPERS 15909, *Enlisted Transfer Manual*

6. NAVPERS 15560, *Naval Military Personnel Manual*